



## Item label preparation

### Procedure

- ☐ Turn Brother P-touch PROpc printer ON.
- ☐ Open P-Touch Editor v3.1
- ☐ Open file K:\GROUP\MR4\Forms\MR4 2ml.lbl. This file should open the label and a local copy of the MR4 stocks database.
- ☐ Open the database window (Window → stocks 97.mdb)
- ☐ Click on the desired Item No. and then return to the label window. (Window → MR4 2 ml.lbl)
- ☐ On the label, edit the date, font, and aesthetic arrangement. Label font should be Arial Regular 8pt. (Except for Anopheles quadrimaculatus 7pt.)
- ☐ Format the total label size: 1.58 in. length and 1 in. width.
- ☐ Ensure that the MR4 logo remains circular.
- ☐ Print-preview the label to check label quality.
- ☐ Insert 1-inch (24 mm) tape into printer.
- ☐ Print ONE label.
- ☐ Check barcode functionality by using barcode reader.
- ☐ Print desired number of labels.
- ☐ Remove 1-inch (24 mm) tape from printer.
- ☐ Clean printer head after each use:      Insert head-cleaner tape.

Press scissors button on printer once.

Remove cleaner tape.

Turn printer off.

### Notes

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